



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
PUBLIC HEALTH MEDICAL ADMINISTRATOR II  
CAREER EXECUTIVE ASSIGNMENT  
CONTINUOUS TESTING**



Bulletin Release Date: July 18, 2016

This bulletin supersedes the bulletin released on: January 29, 2016

SH34-7675 5H1AA

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** Applications (STD. 678) and Supplemental Applications (see page three) must be submitted via the U.S. Postal Service or hand delivered to the California Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit Standard State Application to:

**By Mail or In Person:**

California Department of Public Health  
Examiner Services Unit  
1615 Capitol Ave., 4<sup>th</sup> floor, Suite 73-430  
P.O. Box 997378 MS 1700-1702  
Sacramento, CA 95899-7378

**(916) 322-4460**

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**FINAL FILING DATE:** Testing is considered continuous as dates can be set at any time.

Applications must be submitted by the final filing dates indicated below. Applications postmarked, personally delivered or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

**March 21, 2016**

**May 20, 2016**

**July 20, 2016**

**September 20, 2016**

**November 21, 2016**










**SALARY RANGES:** Range B - \$11,628.00 - \$14,224.00 per month

Range C - \$11,952.00 - \$14,368.00 per month

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

**EMPLOYEE BENEFITS:**

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

-  Health, Dental, and Vision
-  Cash Benefit Programs
-  Disability Insurance
-  Work, Home, and Family
-  Beneficiary and Survivor Benefits
-  Awards
-  Retirement and Separation Benefits
-  Flexible Schedules
-  Public Transit Reimbursement (limits apply)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

**POSITION DESCRIPTION:** Under administrative direction of the Deputy Director, Public Health, to plan, organize, coordinate and direct several major statewide public health programs, typically a division, identified as requiring both administrative and medical expertise at the third organizational or division chief level with significant responsibility for the development and implementation of public health medical policy; provides overall program direction, develops new programs; provides guidance to the Department and the Legislature to assure the State is providing optimum public health

services; identifies and assesses research needs and resources within several programs and provides leadership in planned research programs; represents the Department on committees and in activities related to other public and voluntary organizations, agencies, and advisory groups.

Positions exist with the California Department of Public Health in Contra Costa County.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include "to" and "from" dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree. **Applications received without this information will be rejected. Applicants must submit a copy of official transcripts along with the application when using education to meet the entrance requirements for this examination.**

#### **MINIMUM QUALIFICATIONS:**

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidate will be eligible for appointment.)

AND

Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board.

AND

Broad and extensive administrative experience (over five years) as either a Board-eligible or Board-certified physician in a public health program. (Successful completion of one year of graduate study toward a Master's Degree in Public Health or its equivalent in a recognized school of public health may be substituted for one year of the required experience.)

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The examination will consist of a Supplemental Application weighted 100%. Applicants are required to respond to the six supplemental items provided on this announcement. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Public Health Medical Administrator II CEA level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**SUPPLEMENTAL APPLICATION:** Each applicant for this examination **must** complete and submit responses to the six supplemental items that follow. Answer questions completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience.

Applications received without responses to the supplemental items will be rejected.

**INSTRUCTIONS:** When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
- Your font size should be no smaller than "10" pitch.

- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
- Include place of employment, pertinent dates, duties performed, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.
- Please return your state application (STD. 678) and two copies of the Supplemental Items to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

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### SUPPLEMENTAL APPLICATION ITEMS

1. Describe your experience working with high level managers and policy makers within the Executive Branch, the Legislature, control agencies, and local health departments.
2. Describe your experience working with non-governmental stakeholders and advisory groups to help develop state policies and programs and as partners in applied research.
3. Describe your ability to, and experience with managing the operations of a defined work group (e.g., unit, section, branch, division), including setting priorities, directing the work of multidisciplinary professional and administrative staff, resolving personnel issues, and managing a large budget.
4. Describe your knowledge of, and experience with, the budget process, including developing budget change proposals and defending them with the Department of Finance, the Legislative Analyst's Office, and the Legislature.
5. Describe your leadership techniques, for organizing and motivating groups of employees.
6. Please explain why you believe that you are an excellent solution-oriented candidate. If possible, identify a defining moment in your career when you overcame significant challenges to succeed.

**THIS CONCLUDES THE EXAMINATION PROCESS FOR THE PUBLIC HEALTH MEDICAL ADMINISTRATOR II, CEA. PLEASE REFER TO THE INSTRUCTIONS LISTED ABOVE FOR INFORMATION ON HOW TO RETURN YOUR APPLICATION AND EXAMINATION MATERIALS.**

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Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS' PREFERENCE:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting

eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

**HOW TO APPLY FOR VETERANS' PREFERENCE:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929      MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378      Sprint from voice telephone: 1-888-877-5379

California Department of Public Health  
**SECURITY INFORMATION FOR PARTICIPANTS**

Preparation, Development, Review of  
State Civil Services Examination Material

EXAMINATION TITLE: Public Health Medical Administrator II CEA

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.
2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.

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I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

**I hereby certify and understand that the information provided by me in this application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Return this page with your original signature along with your State Application STD 678.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

## CONDITIONS OF EMPLOYMENT (631)

**Examination Title:** Public Health Medical Administrator II, CEA

**FFD:** Continuous

**Name:** \_\_\_\_\_

(Print: first, middle initial, last)

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

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### Locations in which you are willing to work:

Please indicate your choices - you will not be offered a job in locations not checked. If more than 15 locations are chosen, you may be considered available for work anywhere in the state.

Please check your choices - you will not be offered a job in locations not checked.

\_\_\_\_\_ (0700) Contra Costa County

### TYPE OF EMPLOYMENT DESIRED:

#### ON A PERMANENT BASIS, I AM WILLING TO WORK:

\_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time (regular hours less than 40)  
\_\_\_\_\_ Limited Term

\_\_\_\_\_ Intermittent (on call)

#### ON A TEMPORARY BASIS, I AM WILLING TO WORK:

\_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time (regular hours less than 40)  
\_\_\_\_\_ Limited Term

\_\_\_\_\_ Intermittent (on call)

It is your responsibility to notify the Department of Public Health, Examination Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_